

INFORMATION SHEET

REPORTING NEW EMPLOYEES AND INDEPENDENT CONTRACTORS

As a business or government entity doing business in California, you are required to report certain information on independent contractors and employees you hire to the Employment Development Department (EDD).

This information will assist in locating parents who are delinquent in their child support payments.

The reporting requirements for both new employees and independent contractors are listed below.

Background:

In 1996, Congress enacted the Personal Responsibility and Work Opportunity Reconciliation Act, requiring all employers to report certain information on newly hired and rehired employees. The federal requirement was implemented by California effective July 1, 1998.

In 1999, California enacted a law requiring businesses and government entities to report similar information on independent contractors. This requirement was effective January 1, 2001.

NEW EMPLOYEE REPORTING

Effective Date: July 1, 1998

Reporting Requirements for California Employers

California employers are required to report information on newly hired or rehired employees who work in California to EDD's New Employee Registry (NER) no later than 20 days after the start-of-work date. However, multi-state employers may elect to report, via magnetic media, all newly-hired employees to one state in which they have employees. The State of California encourages multi-state employers to report California employees to the California NER.

Who Must Be Reported

NEWLY-HIRED EMPLOYEES are those individuals who have not previously been included on your payroll.

REHIRED EMPLOYEES are those individuals who were previously included on your payroll; left your employment due to furlough, termination, separation, layoff, or unpaid leave of absence; and are now returning to your employment.

An individual is considered a new hire or rehire on the first day they perform service for wages (the first day of work).

INDEPENDENT CONTRACTOR REPORTING

Effective Date: January 1, 2001

Reporting Requirements for Businesses and Government Entities Doing Business in California

Any business or government entity (defined as a "service-recipient" that is required to file Federal Form 1099-MISC for services performed by an independent contractor (defined as a "service-provider") must report. A service-recipient means any individual, person, corporation, association, or partnership, or agent thereof, doing business in this State, deriving trade or business income from sources within this State, or in any manner in the course of trade or business subject to the laws of this State. An independent contractor is defined as an individual who is not an employee of the business or government entity for California purposes and who receives compensation or executes a contract for services performed for that business or government entity either in or outside of California.

Who Must Be Reported

Any individual whom the business or government entity is required to provide a Federal Form 1099-MISC for services performed as an independent contractor. This does not include an independent contractor who is a corporation, general partnership, limited liability partnership, or limited liability company. In general, independent contractors who are sole proprietors are to be reported.

When to Report

Information on newly-hired or rehired employees must be reported within 20 days of their start-of-work date.

Employers who choose to report via electronic or magnetic media must submit two transmissions each month that are not less than 12 or more than 16 days apart.

Required Information

The following information must be reported to EDD:

Employer Information

- Name or business name, and address
- EDD employer account number
- Federal employer identification number

Employee Information

- First name, middle initial, and last name
- Social Security Number
- Home address
- Start-of-work date

Reporting Methods

Employers may elect any of the following methods to report information to EDD:

- File a *Report of Employee(s)* (DE 34)
- File a copy of employee's W-4 form (must include EDD employer account number)
- Submit on magnetic media
- File On-Line (iNER)
(Refer to EDD's Internet site at www.edd.ca.gov for details)

Reporting by Magnetic Media

Employers hiring 25 or more employees are encouraged to report this information via magnetic media. If you report by magnetic media, you do not need to send a *Report of Employee(s)* (DE 34). For details, please contact the Magnetic Media Unit at (916) 651-6945.

Where to Send Reports

Employment Development Department
P.O. Box 997016, MIC 23
West Sacramento, CA 95799-7016
Telephone: (916) 657-0529
Fax: (916) 255-0951

When to Report

You must report independent contractor information to EDD within twenty (20) days of EITHER making payments totaling \$600 or more for services performed, OR entering into a contract for \$600 or more for services performed, whichever is earlier. If the threshold is met, reporting is required in each calendar year, but only once in a calendar year.

Required Information

The following information that applies must be reported to EDD:

Business or Government Entity Information

- Name, business name, address, and telephone number
- Federal employer identification number
- EDD employer account number
- Social Security Number

Independent Contractor Information

- First name, middle initial, and last name
- Social Security Number
- Address
- Start date of contract or date \$600 or more is paid
- Amount of contract (including cents)
- Contract expiration date
- Ongoing contract (check box if applicable)

Reporting Methods

Business and government entities may elect any of the following methods to report information to EDD:

- File a *Report of Independent Contractor(s)* (DE 542), or
- Submit on magnetic media

Reporting by Magnetic Media

Businesses and government entities hiring 25 or more independent contractors are encouraged to report this information via magnetic media. If you report by magnetic media, you do not need to send a *Report of Independent Contractor(s)* (DE 542). For details, please contact the Magnetic Media Unit at (916) 651-6945.

Where to Send Reports

Employment Development Department
P.O. Box 997350, MIC 99
Sacramento, CA 95899-7350
Telephone: (916) 657-0529
Fax: (916) 255-3211

You may obtain forms and/or information by calling (916) 657-0529. If you have any questions, please contact our Employment Tax Customer Service Representative at 1-888-745-3886. For TTY (nonverbal) access, call 1-800-547-9565. You can also access our Internet site at www.edd.ca.gov. For magnetic media filing, please contact (916) 651-6945.